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VERSION 3.24.11

**20.2.7 NMAC – EXCESS EMISSIONS**

**INSTRUCTIONS FOR COMPLETING EXCESS EMISSIONS REPORTING (EER) FORM**

**EXCEL FORMAT ADDENDUM**

**This form is essentially unchanged from the Microsoft Word form that has previously been in use. A few modifications have been made to accommodate the capabilities that Excel provides.**

**GENERAL INFORMATION:**

- A. This is a protected worksheet with data entry fields and selected note fields enabled.
- B. You may tab through the fields or use the mouse wheel for navigating the form. The scroll bars have been deliberately disabled.
- C. When you select a data entry field, an explanatory note will be displayed by default. If the note obstructs the data entry field, scroll down slightly to move it out of the way.
- D. Fields with a gold fill color and a question mark are note fields for fields that are disabled or are generic notes that apply to a group of fields.
- E. Some fields are formatted with dropdown lists to restrict data entry options. See Sections I.S, I.U, I.W and most fields in Section VIII.
- F. To enter text in Sections IV, V, VI and VII, click on the buttons to the right of the form which will take you to another page for data entry. That page has buttons to take you back to the main form page.
- G. When selecting averaging period units from the dropdown in Section VIII.3, due to space limitations the unit may be cut off, making it difficult to decipher. Look on the formula bar for the entire text string for the unit.
- H. If you are submitting an initial or update report, be sure to save the form for submittal of the final report. Since the activity number is auto-generated, this will save the activity number for your final report. This is necessary so that the AQB will be able to match final reports to initials and/or updates.
- I. When submitting your initial, initial/final or final report you must submit the report in the Excel format along with a signed PDF copy.